



**Job Opportunity**  
**Town of Abingdon, Virginia**  
**Immediate Need**

**Posting Date: February 23, 2022**

**Position: Accountant I**

**Closing Date: Open until filled**

**Department: Finance**

**Salary: \$49,944.00 – \$66,051.00 DOE**

**Job Type: Full-Time (40 hours/week)**

**Position Description:**

The Town of Abingdon's Finance department is seeking qualified applicants for an Accountant I. This position will report directly to the Director of Finance. The primary functions of this position include, but are not limited to:

- Preparation and maintenance of financial records and generate monthly financial reports for Town Council and Finance Committee,
- Assist in preparation and monitoring of annual budget,
- Reconciliation of bank transactions; coordination of deposits, ACH, wires,
- Reconciliation and maintenance of fund balances,
- Monitoring and reconciling use of grant funds,
- Maintains established internal controls per prudent fiscal policies and procedures,
- Reconciliation of financial records monthly and annually in coordination with an annual audit;
- Maintain all capital asset and debt records and schedules;
- Perform backup functions in AP and/or payroll when needed,
- Perform related tasks as required.

**Skills and Requirements:**

- Knowledge of the principles and practices of general governmental and municipal accounting.
- Knowledge of federal, state, and local laws and policies concerning municipal fiscal operations, including Generally Accepted Accounting Principles (GAAP), governmental accounting standards, governmental budgeting practices, and related state/federal regulations and requirements.
- Knowledge of federal and state grant regulations, procedures and reporting requirements.
- Candidate must have comprehensive knowledge of principles of municipal accounting systems of accounts and encumbrances;
  - Experience with Edmunds MCSJ preferred but not required.
- Ability to analyze and solve complex accounting problems;
- Proficient in the use of Excel and other MS Office applications.

**Application:**

Please access and submit your application to: [www.abingdon-va.gov](http://www.abingdon-va.gov). This position will remain open until filled with the first review of applications on March 7, 2022.

The Town of Abingdon offers an excellent benefits package that includes medical, dental, and vision insurances, paid annual leave, paid holidays, and Virginia State Retirement to all Full-Time employees.

The Town of Abingdon is an equal opportunity employer.